



CANNON BUILDING
861 SILVER LAKE BLVD., SUITE 203
DOVER, DELAWARE 19904-2467

STATE OF DELAWARE
DEPARTMENT OF STATE
DIVISION OF PROFESSIONAL REGULATION
COUNCIL ON REAL ESTATE APPRAISERS

TELEPHONE: (302) 744-4500
FAX: (302) 739-2711
WEBSITE: DPR.DELAWARE.GOV

APPLICATION FOR LICENSED OR CERTIFIED APPRAISER BY EXAMINATION

INSTRUCTION SHEET

When to Apply

File the *Application for Licensed or Certified Appraiser by Examination* when you are seeking licensure/certification in an appraiser classification for which you do not currently hold a license/certification in another state. If you *currently* hold licensure/certification in the appraiser classification in any other state, you must apply by reciprocity.

Apply after you have *completed* the required hours of qualifying education (QE) hours or *attained* the required degree/college credits for the appraiser classification for which you are applying.

- If you are applying for Licensed Appraiser, you must apply on the basis of QE hours.
- If you are applying for Certified Residential or General Appraiser, you may apply on the basis of either QE hours or degree/college credits.

Required Qualifying Education Hours

If you are applying on the basis of QE hours, the following are the total hours you need:

- Licensed Real Property Appraiser – 150 QE hours
- Certified Residential Real Property Appraiser – 200 QE hours
- Certified General Real Property Appraiser – 300 QE hours

If you are already a trainee, licensed or certified appraiser and you are applying to upgrade to a higher level, you must complete the following **additional** hours of QE:

IF you are at <i>currently</i> at this level:	THEN you need these QE hours to upgrade to...		
	Licensed RPA	Certified Residential RPA	Certified General RPA
Trainee	75	125	225
Licensed RPA	--	50	150
Certified Residential RPA	--	--	100

Required Degree or College Credits

If you are applying on the basis of your degree/college credits, the following are the requirements:

IF you are applying for...	THEN you are required to have this degree:	OR these college credits:
Certified Residential	Associate degree or higher	21 semester hours in these subject areas: <ul style="list-style-type: none">English CompositionFinanceAlgebraGeometry or higher mathematicsStatisticsComputer ScienceBusiness or Real Estate LawPrinciples of Economics (Micro or Macro)
Certified General	Bachelors degree or higher	30 semester hours in these subject areas: <ul style="list-style-type: none">English CompositionMicro and Macro EconomicsFinanceAlgebra, Geometry or higher mathematicsStatisticsComputer ScienceBusiness or Real Estate LawTwo elective courses in accounting, geography, agricultural economics, business management, or real estate

How to Apply to Sit for the Examination

To apply to sit for the examination, submit:

- ☐ Completed, signed and notarized [application form](#)
- ☐ Non-refundable [processing fee or upgrade fee](#) by check or money order made payable to “State of Delaware.”
 - If you are applying to upgrade a Delaware license and have already paid the renewal fee for the current license period, pay only the upgrade fee.
 - If you are not upgrading or you have not paid for the current license period, pay the processing fee.
- ☐ Proof of your education:
 - *If you are applying on the basis of QE hours*, submit a copy of your QE certificates.
 - Each course must consist of at least 15 classroom hours and include an examination.
 - At least 15 hours must be the required USPAP course.
 - If you are applying to upgrade your current classification, credit for continuing education does not count as QE.
 - *If you are applying on the basis of your degree/college credits*, arrange for an *official* copy of your transcript to be sent *directly* from your educational institution to the Council office.

When the application is considered complete, the Council will review it at its next [meeting](#). If approved, the Council office will send you an authorization to sit for the exam.

How to Complete Your Application for Licensure/Certification

The Council must receive the following in order to consider you for licensure or certification. You may submit these items at the same time you submit your application or any other time during the application process.

- ☐ If you are a trainee, submit the [Federal Registry fee](#) by check or money order payable to the "State of Delaware"
 - If your license is approved between November 1st of odd years and October 31st of even years, the fee is \$50.00.
 - If your license is approved between November 1st of even years and October 31st of odd years, the fee is \$25.00.
 - The Federal Registry fee is in addition to the processing fee.
- ☐ Arrange for your supervisor to complete and submit the *Verification of Real Estate Appraiser Supervision* form directly to the Council office.
- ☐ Submit a photocopy of your [Experience Log](#), on 8 ½" x 11" paper, in the format approved by the Council.
 - The *Log* must document that you meet these requirements:

IF you are applying for...	THEN you are permitted to appraise...	AND you need these hours of experience...	AND the appraisals must span at least...
Certified General Real Property Appraiser	all types of real property	3000 hours, of which 1500 must be non-residential	30 months since the first appraisal
Certified Residential Real Property Appraiser	vacant or unimproved land that is utilized for 1-4 family purposes or for which the highest and best use is for 1-4 family purposes	2500 hours	24 months since the first appraisal
Licensed Real Property Appraiser	non-complex one to four residential units with a transaction value of less than \$1 million and complex one to four residential units with a transaction value of less than \$250,000	2000 hours	24 months since the first appraisal

- See also the [Informational Supplement to Regulations](#).
- ☐ Submit samples of appraisal reports you have completed.
 - The Council will notify you as the number of samples to submit. You must submit the samples within 15 days of the request.
- ☐ If you have ever been licensed or certified as an appraiser in another state, arrange for the Council office to receive a letter of good standing *directly* from each state where you currently hold, or have ever held, appraiser certification/licensure.



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**APPLICATION FOR LICENSED OR CERTIFIED REAL PROPERTY APPRAISER
BY EXAMINATION**

TYPE OF APPLICATION

1. Select the type of Real Property Appraiser application you are filing (check one):

☐ Certified General ☐ Certified Residential ☐ Licensed

2. Select the basis for your application (check one):

☐ I am applying on the basis of Qualifying Education (QE) Hours.
☐ I am applying on the basis of my degree or college credits.

3. Are you *currently* a trainee, licensed or certified appraiser in any state, including Delaware? Yes ☐ No ☐
If yes, enter license number: _____ Enter state: _____

IDENTIFYING AND CONTACT INFORMATION

4. Name: _____
Last First M.I.

5. **Residence** Address: _____
Street

City State Zip code

6. **Residence** Phone: _____ **Residence** Email: _____

7. Date of Birth (month/day/year): _____

8. Have you been issued a U.S. Social Security Number? Yes ☐ No ☐

- If yes, enter your SSN: _____
- If no, you must file a *Request for Exemption from Social Security Number Requirement*.

9. **Business** Name: _____

10. **Business** Address: _____
Street

City State Zip code

11. **Business** Phone: _____ **Business** Email: _____

REAL ESTATE APPRAISAL EDUCATION

12. Are you applying on the basis of degree or college credits? Yes ☐ No ☐ If yes, complete the following:

COLLEGE/UNIVERSITY	LOCATION	DATES ATTENDED		DEGREE

Arrange for an **official** copy of your transcript to be sent **directly** from your college/university to the Council office.

13. List each qualifying appraisal education course you have completed. If you need more space, copy and attach this page.

COURSE TITLE	SPONSOR NAME	MONTH/YR COMPLETED	HOURS COMPLETED

Submit copies of your QE completion certificates.

SUPERVISOR INFORMATION

14. Are you working as an appraiser? Yes ☐ No ☐ If yes, enter the following information:

Supervisor Name: _____

Supervisor's DE Certification Number: _____

Business Address: _____

Phone: _____ Email: _____

Arrange for your supervisor to complete and submit the *Verification of Real Estate Appraiser Supervision* form directly to the Council office.

APPRAISAL EXPERIENCE

15. Check the appraiser classification for which you are applying and read the experience requirement:

- ☐ Certified General Real Property Appraiser - Appraisal of all types of real property. 3000 hours of appraisal experience, of which 1500 must be non-residential property, over at least *30 months* since the first appraisal.
- ☐ Certified Residential Real Property Appraiser - Appraisal of vacant or unimproved land that is utilized for 1-4 family purposes or for which the highest and best use is for 1-4 family purposes. 2500 hours of appraisal experience over at least *24 months* since the first appraisal.
- ☐ Licensed Real Property Appraiser - Appraisal of non-complex one to four residential units having a transaction value of less than \$1 million and complex one to four residential units having a transaction value of less than \$250,000. 2000 hours of appraisal experience over at least *24 months* since the first appraisal.

16. I certify that I have read and that I understand the amount and duration of appraisal experience that I am required to have in order to be licensed or certified in the appraiser classification for which I am applying. Yes ☐ No ☐

17. I further certify that I understand the type of appraisal that I will be permitted to perform as an appraiser in the classification for which I am applying. Yes ☐ No ☐

18. Have you already acquired the hours of appraiser experience in the amount and duration required for the type of certification/license for which you are applying? Yes ☐ No ☐ **If yes, submit a copy of your *Experience Log*.** Skip to the DISCLOSURES section.

19. I certify that will acquire appraisal experience in the amount and duration required for the certification or licensure for which I am applying and that I will submit a copy of my *Experience Log* when I complete the requirements. Yes ☐ No ☐

DISCLOSURES

20. Have you ever been a trainee or been licensed or certified as a real estate appraiser in any state? Yes ☐ No ☐ If yes, list each state where you currently hold, or have ever held, licensure or certification:

Arrange for the Council office to receive a letter of good standing *directly* from each state where you have ever been licensed or certified.

21. Have you ever been convicted of or entered a plea of guilty or *nolo contendere* (no contest) to any felony, misdemeanor or any other criminal offense (including any for which you have received a pardon) in any jurisdiction? Yes ☐ No ☐ **If yes, submit a certified copy of your criminal history record.**
22. Are any criminal charges pending against you in any jurisdiction? Yes ☐ No ☐ **If yes, submit a certified copy of your criminal history record.**
23. Have you ever been the recipient of any administrative penalties regarding your practice as an appraiser, including but not limited to fines, formal reprimands, license suspensions or revocation (except for license revocations for nonpayment of license renewal fees), probationary limitations, or have you entered into any agreements which contain conditions placed by a regulatory agency on your professional conduct and practice, including any voluntary surrender of a license, certificate or registration in Delaware or elsewhere? Yes ☐ No ☐ **If yes, submit a copy of the agency's order and a written explanation.**
24. Are any disciplinary proceedings or unresolved complaints pending against you in any jurisdiction where you are currently, or were previously, licensed, certified, or registered? Yes ☐ No ☐ **If yes, submit a written explanation.**
25. Do you have any impairment related to drugs or alcohol that would limit your ability to act as an appraiser in a manner consistent with the safety of the public? Yes ☐ No ☐ **If yes, submit a written explanation.**

To assure consideration of your license application at the next Council meeting, the Council office must receive all of these items no later than 4:30 PM ten full working days before the meeting date:

- **Completed, signed and notarized application form**
- **Fee payment**
- **All required supporting documentation.**

Applications that are not complete within six (6) months of filing may be considered abandoned and discarded. The Council office will attempt to notify you before disposing of an abandoned application.

Please note: When your application is complete, please allow 4-6 weeks to receive your license.

AFFIDAVIT

I, the applicant, being duly sworn according to law, depose and say that the answers above set forth are true to the best of my knowledge and belief and that the application is made for the purpose of inducing the issuance of the license requested. I hereby confirm that I have read and agree to abide by all appraiser laws and rules in the State of Delaware and agree to cooperate with any investigation initiated by the Council on Real Estate Appraisers including providing relevant documents and personally appearing before the Council and/or its investigators. I further affirm and state that the *Experience Log* submitted in support of this application is true and correct and that the activities for which I claim experience are truthfully represented in the log. Upon request of the Council, I will make available for examination copies of appraisal reports or files prepared by me for which I claim experience in the *Experience Log* or any of the appraisal reports or files prepared by me in the course of my practice notwithstanding the fact that such reports or fields were not listed on the *Experience Log* submitted in support of this application.

Applicant Signature: _____ **Date:** _____

State of _____
County of _____

Sworn and subscribed to before me this _____ day of _____, 2_____.

SEAL

Signature of Notary Public

My Commission Expires: _____

APPLICATIONS THAT ARE UNSIGNED, NOT NOTARIZED, INCOMPLETE OR SUBMITTED WITHOUT THE REQUIRED PROCESSING FEE WILL BE REJECTED.



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VERIFICATION OF REAL ESTATE APPRAISER SUPERVISION

APPLICANT – To be completed by applicant for Real Property Appraiser licensure/certification

1. Name: _____
Last First M.I.

2. Type of Real Property Appraiser Applying for:

☐ Certified General ☐ Certified Residential ☐ Licensed

SUPERVISOR – To be completed by supervising Certified General Real Property Appraiser

3. Name: _____
Last First M.I.

4. Address: _____
Street

City State Zip code

5. Phone: _____ 6. Email: _____

7. Delaware Certified General Real Property Appraiser License Number: _____

8. I certify that the applicant named above will complete and sign appraisal reports, including an opinion of value, under my supervision until he/she has completed the required appraisal experience for the classification applied for. I further certify that I will

- *actively and personally* supervise the applicant
- review and sign the applicant's *Experience Log*
- comply with all rules and policies for supervisory appraisers.

Yes ☐ No ☐

9. You may supervise up to three trainees/licensees at a time, regardless of status, classification or state of licensure. Do you supervise trainees/licensees other than the trainee named above? Yes ☐ No ☐ If yes, enter the following:

NAME OF TRAINEE/LICENSEE	LICENSE #	STATE

10. I agree to notify the Council in writing if I am no longer supervising the applicant. Yes ☐ No ☐

Supervisor Signature: _____ **Date:** _____

State of _____
County of _____

Sworn and subscribed to before me this _____ day of _____, 2_____.

SEAL

Signature of Notary Public

Commission expires: _____